

July 18, 2012

Prospective Offeror

SUBJECT: Solicitation Number **SAQMMA – 12-R-0317**, Reconfiguration of Utility Tunnel for the U.S. Embassy Moscow.

The Embassy of the United States of America invites you to submit a proposal for reconfiguration of utilities tunnel at the U.S. Embassy compound with the address 8 Bolshoy Devyatinsky per., Moscow 121099, Russian Federation.

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. The conference will be held at the U.S. Embassy, Moscow on **July 27, 2012** at 9:30AM. Please contact Ms. Zhenya Merkelova at 728-5241 to arrange the access to the conference. Submit any questions you may have concerning the solicitation documents in writing by **July 25, 2012**. Responses will be sent in writing to all contractors on our list of interested parties.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to U.S. Embassy Moscow, 8 Bolshoy Devyatinsky per., Moscow 121099 Russia on or before 17:00 local time on **August 6, 2012**. No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy for determining the amount or quantities of materials required.

The construction completion time is **60** calendar days, commencing within 10 calendar days from the date of contract award.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to **Mr Igor Veil** by letter or by telephone **(495) 728-5228** during regular business hours.

Sincerely,
Karen Heimsoth
Contracting Officer